



# Lewis County Employment Opportunity

Department: District Court | Position: Deputy Court Clerk

Who May Apply: All Qualified Applicants

Employment Status: Regular Full -Time

Salary Range: \$3,048 – \$4,099/mo. DOQ

Posting Opens: 10/03/2016

Posting Closes: 10/17/2016 @ 4:00 PM

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## DEPARTMENT / OFFICE

This is a non-represented, FLSA non-exempt position.

## POSITION SUMMARY

Under close supervision, performs a variety of clerical support functions on behalf of the Lewis County Clerk of the Court's Office; processes legal documents; conducts a variety of records management functions; provides customer service to the public; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County District Court  
Law and Justice Center  
3<sup>rd</sup> Floor  
West Main at Pacific  
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1200. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date 10/17/2016.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions, with or without accommodation, and possess the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received in the office of the Lewis County District Court by 4:00 PM October 17, 2016. Late applications will not be accepted. *If applying online, hard copies are not necessary.*

## MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent; AND two (2) year's clerical experience
- ▶ Valid Driver's License is required
- ▶ Ability to successfully pass a criminal and financial background investigation
- ▶ Bondable

## SKILLS TEST

A skills test will be part of the selection process to evaluate reading, writing, arithmetic, verbal communication, typing, and interpersonal communications with customers.

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process. Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.